

# DOWNE TWP BD OF ED-01101120 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	DOWNE TWP ELEMENTARY	318	05/17/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 05/20/2019 08:50 AM	CAP Accepted			
	CAP Submitted LISA DINOVI 05/03/2019 08:46 AM	As of 4/20/19 we converted to a homeroom roster and checked off students as they receive the meal.  Also as of 4/20/19 all Kindergarten students will receive a ticket prior to getting meal and present that ticket to the cashier.			
	Flagged Lea Berry 04/17/2019 01:32 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool	Professional Standards		1213	05/17/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 05/20/2019 08:48 AM	CAP Accepted			
	CAP Submitted LISA DINOVI 05/03/2019 08:48 AM	Serve Safe Training will be completed by the 19-20 school year.			
	Flagged Lea Berry 04/17/2019 01:32 PM	The Food Service Director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="http://www.theicn.org">www.theicn.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.  The food service director listed in SNEARS is actually the Superintendent's Secretary and not food service personnel. An actual food service worker must be put in SNEARS as the food service director/manager. That same person must have the required food safety training. Please provide the person's name and the date of the planned training as part of the corrective action.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	05/17/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 05/20/2019 08:47 AM	CAP Accepted			
	CAP Submitted LISA DINOVI 05/03/2019 08:49 AM	School will inform parents of the community where a Summer Food Service Program is available via the school website.			
	Flagged Lea Berry 04/17/2019 01:46 PM	<p>SFAs must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web <a href="https://fns-prod.azureedge.net/sites/default/files/sfsp/2018sfsp-flyer.pdf">https://fns-prod.azureedge.net/sites/default/files/sfsp/2018sfsp-flyer.pdf</a></p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	04/01/2019	CAP Accepted
	CAP Accepted Lisa Garland 04/02/2019 09:18 AM	CAP Accepted			
	CAP Submitted LISA DINOVI 04/02/2019 09:16 AM	<p>Going forward the school district will properly complete the NPFR tool annually.</p> <p>We will ensure that the NPFR tool will match the figures to our exhibit B5 and include all of its Non food program revenues and costs in its calculation.</p> <p>This will be monitor by Lisa M. DiNovi, Business Administrator effective immediately.</p>			
	CAP Rejected Lisa Garland 03/28/2019 10:15 AM	<p>The revised NPFR Tool is incorrect as to the finding presented below by the State Agency.</p> <p>Please submit a Corrective Action Plan per the protocol stated in the findings letter sent on 3/27/19 in the "correspondence/messages" tab.</p>			

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<b>Corrective Action History</b>	CAP Submitted LISA DINOVI 03/27/2019 05:42 PM	Please see attached revised NPFR Tool. Original upload was calculated using the wrong school. Sorry about that.  Thank you.  Lisa
	Flagged Lisa Garland 03/27/2019 10:08 AM	<b>Finding: Revenue from Non-program Foods</b>  <b>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position &amp; did NOT include all of its nonprogram revenues and costs in its calculation.</b>  <b>Please review the NPFR webinar in SNEARS on the proper completion of the tool:</b>  <b>Under Resources, Training, NPFR Webinar June 2015.</b>  <b>A CAP is required</b>
	CAP Removed Lisa Garland 03/27/2019 10:04 AM	CAP Removed
	Flagged LISA DINOVI 08/31/2018 09:12 AM	